

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. MAINMCH

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-NEWBERRY FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Maintenance Mechanic-A	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor SURIANO, FRANK; PHYSICAL PLANT SUPERVISOR-1 12	12. Unit
7. Name and Position Code Description of Second Level Supervisor CARRUTHERS, CRAIG; ADMINISTRATIVE MGR	13. Work Location (City and Address)/Hours of Work / 40 hours per week

14. General Summary of Function/Purpose of Position

This position provides shift coverage for overall operation of Power House which supplies heat and domestic hot water to an 1100 bed Secure Level 1 correctional facility. Employees perform tasks in the operation of a Power House including operation of a gas fired boilers, chemicals analysis, and preventive maintenance of the Power House and also performs maintenance of the Correctional Facility, both inside and outside the secure perimeter, working in general Maintenance functions. These functions range from mechanical and structural maintenance to mechanical and electrical duties. Assisting other tradesmen in completing tasks. This position performs tasks and instructs or supervises prisoners and/or prisoner work crews in general maintenance and construction functions. These functions range from mechanical and structural maintenance to carpentry, electrical work, and snow removal.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 90

Serves as supervisor of a prisoner work crew. Installs, maintains and repairs equipment such as steam traps, electrical and security systems, water heaters, HVAC equipment and refrigeration equipment. Performs interior and exterior building remodeling and repairs including the supervising of prisoners in the performance of these tasks.

Individual tasks related to the duty:

- Maintains ongoing communication with prisoner classification to ensure a continuous pool of prisoner workers.
- Maintenance performed on a work order based system.
- Participates in the proper administration of caustic and tool control procedures.
- Follows accepted safety standards when performing duties.
- Participates in cross training of other staff.
- Prepares gate manifests for tools entering the facility.
- Prepares weekly tool reports.
- Assists other skilled tradesmen.
- Complete work orders as assigned by supervisor.
- Participates in annual training.
- Generates procurements for materials as necessary.
- Prepares CSJ 363s as needed for inmate program.

Duty 2

General Summary:

Percentage: 10

Maintains and operates both gas and oil fired boilers including all apparatuses. Performs preventive maintenance. Maintains daily logs on all related equipment. Performs cleaning assignments, tool control and caustic control, generator tests, chemical testing of water, monitoring steam flow, and water monitoring well usages. Provides primary backup for power plant when not scheduled in plant.

Individual tasks related to the duty:

- Trouble shooting of power plant equipment.
- Maintenance performed on a work order based system.
- Participates in the proper administration of caustic and tool control procedures.
- Follows accepted safety standards when performing duties.
- Make necessary repairs in a workman like manner.
- Prepares weekly tool and other needed reports.
- Prepares daily inmate payroll, submits to classification monthly.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Routine plant adjustments. Emergency operations when alone on shift. The equipment and supplies to use in the completion of work orders assigned. These decisions are made independently using policy and procedure as reference.

17. Describe the types of decisions that require the supervisor's review.

Assignments, priority of assignments change of operating procedures and change of maintenance procedures

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Crawling, bending, and standing for long periods. Lifting pulling, carrying and assembling equipment. Extended periods of working in noisy and drafty areas with hard surfaces and in confined spaces. Exposure to dirt, grease and fumes. Subject to cuts, burns, shock, strain, and skin irritations due to solvents, lubricants and fuels on a regular basis. Face to face contact on a continual basis.

This position has regular unsupervised access to and direct contact with prisoners.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Primary function of this position is the operation of the power house on regular scheduled basis. The position also has a variety of other responsibilities and duties including the maintenance and repair of motor vehicles and various power equipment and tools and the equipment and buildings throughout the facility. The position assists in the snow removal operations during winter months which involve the operation of heavy equipment. The employee performs other duties as assigned in minor electrical repair, mechanical and structural maintenance. The employee supervises one or more prisoners in the performance of the above duties.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

None

25. What is the function of the work area and how does this position fit into that function?

The functions of the work area are to maintain the physical plant of the facility. This position is assigned various work orders to complete as part of this function.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Maintenance Mechanic 10

Five years of experience assisting skilled trades workers in the mechanical or electrical trades, including one year equivalent to a Maintenance Mechanic E9.

Alternate Education and Experience

Maintenance Mechanic 8 - 10

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of accepted practices, processes, materials and tools of the mechanical and electrical trades; servicing and maintenance of simple power, heating and cooling units; occupational hazards and safety precautions; proper use of chemicals and pesticides. Ability to do routine maintenance and care for tools and equipment; work from sketches, drawings and blueprints; maintain records regarding material, equipment and repairs. Must also possess the ability to train, guide and evaluate the work of others; and determine work priorities and assignments.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

May be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Job duties may require possession of the commercial driver's license issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

DONNA GLASSCOCK

3/20/2014

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date